

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 34 OF 2021

Vacancy for Post of Family Welfare and Protection Officer Rodrigues Regional Assembly (Women's Affairs, Family Welfare and Child Development)

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Family Welfare and Protection Officer in the Rodrigues Regional Assembly (Women's Affairs, Family Welfare and Child Development).

II. AGE LIMIT

Candidates should be between **23** and **40** years of age by the closing date for the submission of applications (upper age limit not applicable to public officers).

III. QUALIFICATIONS

Candidates should -

- (i) possess a diploma in Social Work or Social Studies or Social Welfare or Psychology or Sociology or any other related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least three years' experience pertaining to Gender and Domestic Violence or Child Development and Protection or Family Welfare and Protection or Social Work;
- (iii) possess good organising, communication and interpersonal skills; and
- (iv) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:-
- (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To be responsible to the Head, Gender, Family Welfare and Child Development for performing the following duties –

A. For Gender Unit

- (i) To organise informative training and recreational activities for women in Women's Centres, prepare monthly programme of activities, monitor and evaluate work done in Women's Centres.
- (ii) To assist in the organisation of seminars, conferences, competitions, exhibitions and other related activities.
- (iii) To give publicity to the policy of the Commission and activities/programmes organised by the Commission for the empowerment of women promotion of gender equality and development of children.
- (iv) To work in close cooperation with governmental and non-governmental organisations for the creation of common activities for the empowerment of women.

B. For Family Welfare and Protection Unit

- (i) To implement projects related to promotion of family welfare.
- (ii) To assist in the organisation of workshops, seminars and conferences related to the promotion of family welfare.
- (iii) To attend to victims of family violence and provide assistance as appropriate after having explained to victims their rights.
- (iv) To conduct social enquiries into cases of family violence.
- (v) To accompany victims of family violence to Police Stations to report the cases.
- (vi) To accompany victims to a safe place or to hospital/dispensary/area health centre if medical/surgical treatment is required.
- (vii) To accompany victims to Court for application of protection, tenancy and occupation orders.

- (viii) To refer cases for follow-up to Psychologists, Family Counsellors or Legal Advisers.
- (ix) To prepare reports and ensure follow-up with each case and ensure that any order issued is being enforced and complied with and psychological help and legal assistance have been provided.
- (x) To keep a record of all cases reported and attended for investigation and follow-up purposes and to record statistics of cases and its updating.
- (xi) To provide other types of aid which victims and/or dependants may require.
- (xii) To submit regular reports, as may be directed, on all cases attended.
- (xiii) To interact with other units of the Commission of Gender, Family Welfare and Child Development/ Departments/Institutions so as to ensure efficient services to the public.
- (xiv) To conduct regular information and sensitisation programmes in order to raise greater awareness among the population and prevent domestic violence.
- (xv) To be on call to attend to cases of family violence.
- (xvi) To answer phone calls received through the hotlines of the Commission for the purpose of first hand counselling, advice or intervention into cases, as appropriate.

C. For Child Development Unit

- (i) To promote the protection and development of children.
- (ii) To investigate into cases of abuse against children through social enquiries and take appropriate remedial action.
- (iii) To organise activities in relation to the development of children.
- (iv) To be responsible for the supervision and control of Day Care Centres and conduct Early Childhood Development Programmes.
- (v) To be responsible for the issue of licensing and formal registration of Child Day Care Institutions.
- (vi) To implement the policy of Government relating to protection and welfare of children in general through a National Parental Empowerment Programme.

- (vii) To execute the protocol of assistance for child victims of sexual assaults.
- (viii) To assist child victims of ill-treatment and to report cases of emotional/psychological violence, physical violence, neglect or sexual violence in general at the level of the Child Protection Unit and/or at Police Stations.
- (ix) To be responsible for the conveyance of children from shelters and other places of safety to court and back.
- (x) To assist families in need especially in deprived regions and towards their rehabilitation.
- (xi) To keep a record of all cases reported and attended for investigation and follow-up purposes and to record statistics of cases and its updating.
- (xii) To accompany child victims to a safe place or to hospital/dispensary/area health centre if medical/surgical treatment is required.
- (xiii) To accompany child victims to court for application of court orders.
- (xiv) To refer cases to Family Counselling Officers, Psychologists and Legal Advisers.
- (xv) To make report for each case and ensure that any order issued is being enforced and complied with and that psychological help and legal assistance have been provided.
- (xvi) To undertake proceedings for provision of other types of aid which victims and/or dependants may require.
- (xvii) To submit regular reports, as may be directed, on all cases attended to.
- (xviii) To assess and make arrangement for referral services to other Units/Institutions for children and families as need be.
- (xix) To organise and conduct regular Information, Education and Communication programmes throughout the country in order to raise greater awareness among the population on Convention for the Rights of the Child, Child Protection Act and other relevant issues pertaining to Child Protection and Child Development.
- (xx) To assist in the registration, supervision, monitoring and training of foster parents/families.

- (xxi) To arrange for matching and placement of children in need of foster care.
 - (xxii) To provide ongoing support to the biological families for the reintegration of their children in the family.
 - (xxiii) To be on call on a roster basis to attend to cases of child abuse.
 - (xxiv) To answer phone calls received through the hotlines of the Commission for the purpose of first hand counselling, advice or intervention into cases, as appropriate.
 - (xxv) To assist and attend to cases of Tardy Declaration of Birth of both children and adults.
2. To use ICT in the performance of his duties.
 3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Family Welfare and Protection Officer in the roles ascribed to him.

Note

Family Welfare and Protection Officers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 17,375 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

VI. CLOSING DATE

Application Forms should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. (local time) on Monday 12 July 2021.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 22 June 2021

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.